Departmental Separation Responsibilities

Employee Name: _____ UID: _____

☐ Notify your HR Employment Consultant immediately regarding the resignation/retirement

☐ Pay:
  - o Review and approve final timesheet in iPeople on the employee's last day of work or by the deadline for time submission for that pay period

☐ ISU Property:
  - o Collect department keys/access card (non-facilities keys like flipper bins, drawers, etc.), credit card, office supplies and equipment
  - o Cancel employee's department credit card, if applicable
  - o Contact Facilities Management regarding removing access to buildings (keys, pass codes, etc.) and to have employee's email removed from any building listservs

☐ Computer:
  - o Terminate employee's access to computer systems by contacting your IT department. They will need to know the following: employee name, phone number, building and room, supervisor name, last day worked, computer used, if there will be a new employee replacing them, and how they separated from the University (retired, resigned or terminated for other reasons). This affects what is done with their ulid@ilstu.edu email account

☐ Phone:
  - o Work with ION (Infrastructure Operations & Networking) to update any phone settings for campus phones.
  - o Contact supportcenter@illinoisstate.edu for assistance with this and for assistance with removal of long-distance codes.
  - o For VOIP devices, updates to phone display (removal of former employee information) should happen within a week of the termination.

☐ Email:
  - o Delete employee from email distribution lists, if applicable

☐ Other:
  - o Obtain employee's forwarding address for department records/purposes, as appropriate